



RESERVE BANK OF VANUATU

LOGISTICS MANAGER

The Reserve Bank of Vanuatu invites applications from qualified graduates, for the position of **Logistics Manager** to the Department of Support Services, to be engaged on a permanent basis. This is a senior position that reports directly to the Director of Support Services.

The main requirements of the position include:

- Practical knowledge of Financial Management (Budgeting).
- Organizing and monitoring several operational units and coordinating work plans and allocated budgets, that serve to enhance the department's development and ensure operational sustainability of the Bank and win the Bank's stakeholders customer satisfaction
- The position manages a team of twenty-three (23) staff and requires for flexibility in work hours and high demand work load
- Logistics manager also critically oversees the properties of the Bank which extend to buildings, vehicles and facilities of the bank, and its assets which primarily are Bank staff and the Bank building tenants also.
- High level of administrative experience, including Procurement process; manage and lead a team of professionals, harnessing their abilities and competencies to achieve optimal performance
- Protocol Training and Knowledge and good grasp of Events management and Events planning.
- Customer Focus / Service – demonstrates a high standard derived from first hand experiences
- Ability to liaise with high level stakeholders/ officers/ contractors/ suppliers
- Sound planning and organizational skills, and understands the key elements surrounding official travel logistics for domestic and international travel covering passport and visa documentations.
- Good work ethics and Trustworthiness in matters of confidentiality, proven worthy of working within required budget constraints
- Oversees the security measures and protocols of the Bank, in depth experience on managing the securing of a premises according to formal structures and customized formal approaches.
- Is familiar with and shows aptitude to apply Business Continuity Planning measures upon the Bank.
- Manage and coordinate the Bank's Library services, safeguarding the quality and relevance of its literature and engendering prime readership
- Computer Literacy and Proficiency with word processing, database and Excel spreadsheets.
- Must have some experiences in project management

The position requires applicants to have demonstrable ability to work under minimum supervision, have strong interpersonal and communication skills. He/ She must have thorough qualified knowledge/ understanding/ experience in Management and Administration, Financial, Logistical and strong field experience in Building Management; good time management and organizational planning skills and attention to detail whilst working under pressure, with a winning attitude and adaptive to changes. Desirable applicants are required to furnish copies of relevant qualification in Management, Banking and Or Finance and Accounting related field, supported by positive exposure in managing a unit of staff.

General Conditions:

An attractive remuneration package is offered commensurate with experience and knowledge in this field of work. Applicants must have a good understanding of the English or French language.

Written applications require CV, including copies of Original Degree and accompanying transcripts, referees (3) and copies of relevant qualifications (certificates of workshops and trainings attended).

Expressions of interest (applications) must be submitted by **Friday 19 July 2019** to the following address:

**The Governor
Reserve Bank of Vanuatu
Private Mail Bag 9062
Port Vila
VANUATU
Fax: (678) 24231
Email: sathy@rbv.gov.vu**

The Reserve Bank is an equal opportunity employer